APPLICATION FOR LEAVE

1. OFFICE/AGENCY

2. NAME (Last) (First) (Middle)

3. DATE OF FILING

4. POSITION

5. SALARY (Monthly)

6. a) TYPE OF LEAVE
   - Vacation
   - To seek employment
   - Sick
   - Maternity
   - Others (Specify)

6. b) WHERE LEAVE WILL BE SPENT
   1. IN CASE OF VACATION LEAVE
      - Within the Philippines
      - Abroad (specify)
   2. IN CASE OF SICK LEAVE
      - In hospital (specify)
      - Out patient (specify)

Special Leave

6. c) NUMBER OF WORKING DAYS APPLIED FOR

6. d) COMMUTATION
   - Requested
   - Not requested

INCLUSIVE DATES

Signature of Applicant

DETAILS OF ACTION ON APPLICATION

7. a) CERTIFICATION OF LEAVE CREDITS as of ________________________

<table>
<thead>
<tr>
<th>Vacation</th>
<th>Sick</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days</td>
<td>Days</td>
<td>Days</td>
</tr>
</tbody>
</table>

Personnel Officer

7. b) RECOMMENDATIONS
   - Approval
   - Disapproval due to ________________________

7. c) APPROVED FOR

7. d) DISAPPROVAL DUE TO

   _______ days with pay
   _______ days without pay
   _______ others (specify)

Date: ____________________

Personnel Officer

Officer-in-charge